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Adding Text to Shapes in Power Point

Microsoft Power Point

Module 17 - Adding Text to Shapes in Power Point

Adding Text to Shapes:

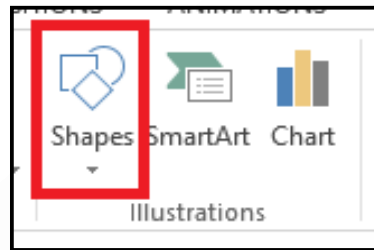
When you add text to shapes in PowerPoint, it means you're inserting text directly inside a shape, such as a rectangle, circle, arrow, or any other shape. This is commonly used for labeling, creating buttons, or highlighting key points within a slide.

Add text to Shapes:

Steps to Add Text to a Shape:

1. Insert a Shape

- Go to the Insert tab → click Shapes → choose a shape and draw it on the slide.

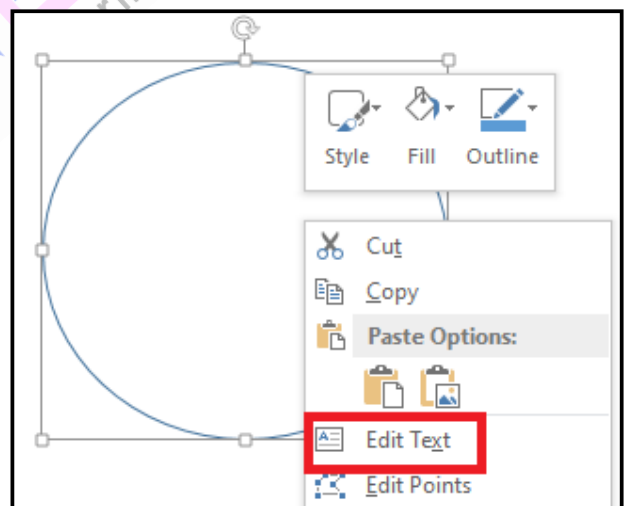


2. Add Text

- Option 1: Just click inside the shape and start typing.
- Option 2: Right-click the shape → choose Add Text → then type.

3. Format the Text (Optional)

- Use the Home tab to change font, size, color, alignment, etc.
- Use the Shape Format tab for layout and shape-specific styles.



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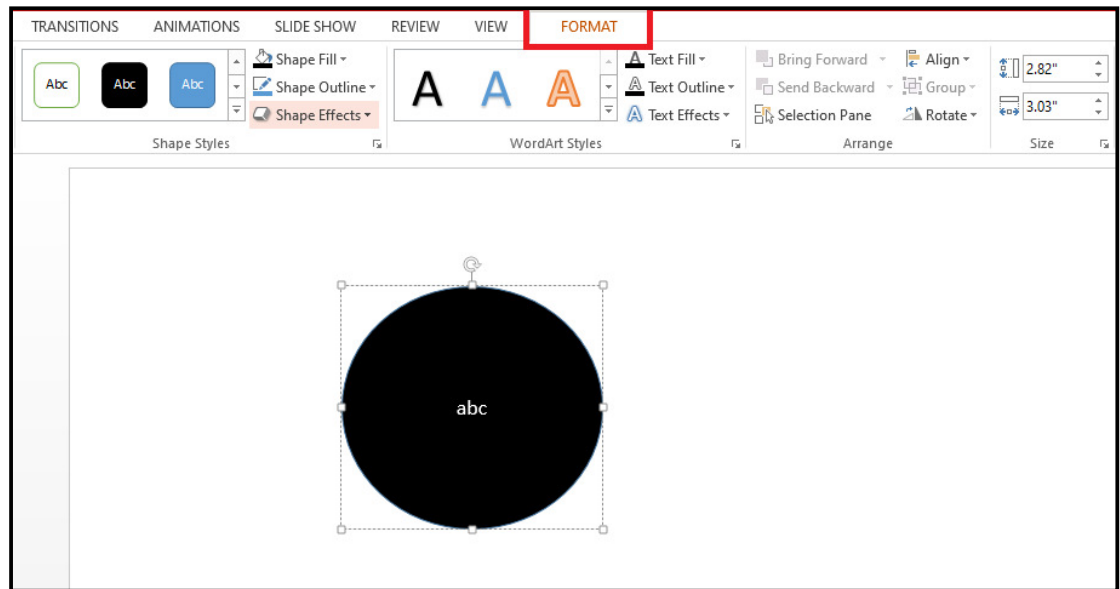
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How to Change Shape Styles?

Shape Style refers to a combination of formatting options applied to shapes (like rectangles, circles, text boxes, arrows, etc.) in PowerPoint. It gives shapes a polished look using predefined combinations of: Fill color, Outline (border) and Shadow or glow effects.

1. Change Shape Fill (Color Inside the Shape)

- Click "Shape Fill".
- Choose any color you want, or even add a picture or gradient.

2. Change the Shape Outline (Border)

- Click "Shape Outline".
- Pick a color, change the thickness, or make it dashed.

3. Add Shape Effects

- Click "Shape Effects" (next to Shape Outline).
- Add things like:
 - **Shadow:** Adds a drop shadow behind the shape to give it depth.
 - **Glow:** Creates a soft colored glow around the edges of the shape.
 - **Reflection:** Displays a mirror-like reflection of the shape beneath it.
 - **3D look:** Gives the shape a three-dimensional effect with depth and angle.

How to Format Text in a Shape:

1. Click on the text inside your shape

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2. Go to the Home tab at the top

3. Change things like:

- Font (make it fancy or bold)
- Size (make it bigger or smaller)
- Color (pick any color you like)
- Text alignment (center it, move to the left/right)

4. To make it cool (like WordArt):

- Go to the Shape Format tab
- Click Text Effects
- Add shadow, glow, or make the text curve

Arrange Shapes in PowerPoint:

1. Put Shapes in Front or Behind:-

- Right-click a shape.
- Choose "Bring to Front" to move it on top.
- Choose "Send to Back" to move it behind others.

Bring to Front - Moves the selected object on top of all other objects on the slide.

Example: If a text box is hidden behind a picture, use Bring to Front to make the text visible above the picture.

Send to Back - Moves the selected object behind all other objects on the slide.

Example: If you want a background image behind your text and shapes, use Send to Back to push the image to the bottom layer.

2. Line Shapes Up:-

- Click one shape, then hold Shift and click the others.
- Go to the top menu and click "Align".
- Pick:
 - Align Left - all shapes line up on the left.
 - Align Center - center them.
 - Distribute - spreads them out evenly.

3. Group Shapes Together:

Group Shapes lets you combine two or more shapes or objects so they act as one. This makes it easier to move, resize, format, or copy them together instead of individually.

- Select a few shapes.
- Right-click → choose "Group".
- Now they move as one piece!

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4. Turn (Rotate) a Shape:

Rotate a Shape allows you to turn a shape clockwise or counterclockwise, flip it vertically or horizontally, or set a custom angle, giving more control over its position and design.

- Click the shape.
- Use the round arrow above it to spin it.

5. Use Gridlines to Help:

- Go to the View tab.
- Turn on Gridlines or Guides to help line up your shapes.



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